



# HOME INVENTORY

# CREATIVE SOFTWARE

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Home Inventory is a package of two programs designed to run on the ATARI model 400 and 800 computers with a minimum of 16K of memory. Together, the two programs form a complete system for tracking your home inventory with a computer.

Two versions are available, one for disk and one for tape. This manual describes the operation of both the disk and tape versions.

## PHILOSOPHY

For a majority of families, one's home inventory is an important consideration for insurance and estate management purposes. By keeping track of the purchase price, current value, and serial numbers of various categories of items, you can better manage your possessions and be aware of their value.

Of course, you could do so without the aid of your ATARI. But the ATARI is an excellent tool for handling information: it not only relieves the tedium of manually recording all those items, but it never makes an arithmetic mistake when it adds or subtracts columns of figures. Further, the ATARI's ability to search its memory for specified information relieves you of the chore of flipping through pages of documents looking for information on a specific possession.

Home Inventory is designed to provide all the basic functions you need to do a reasonably thorough cataloging of your family's possessions. It will record, change, and delete inventory items in at least 100 different categories; it will evaluate inventory in any category; and it will search the items in memory for specified information, displaying the items which fulfill the specifications. Further, a summation of the value of your entire inventory of possessions can be computed and displayed.

You can record all types of items, such as appliances, works of art, and sports equipment, in the data files. These can be grouped into any categories that you feel are appropriate, as many as 100 different categories. All items that bear the same category code will be evaluated together by the programs.

Although the programs are compact enough to run on an ATARI with only 16K, they are easy to use and provide thorough error checking. Entry of your data is a simple step-by-step process, and all data is checked for validity. If you make a mistake, the programs will allow you to reenter your data correctly. Of course, certain errors, such as entering false information, cannot be detected by the program and the accuracy of the Home Inventory reports will suffer.

The programs will always let you go back and correct any improperly entered data, so don't worry if you make a mistake. But by being careful and doing things right the first time, you'll avoid running into that well-known law of computers: Garbage In, Garbage Out.

#### HOW TO ENTER DATA

There is a certain standard and simple procedure for entering data while using Home Inventory. You can always tell when you are expected to type something by the fact that the cursor, a solid rectangular block, appears on the display. At all other times, there is no cursor.

In addition to the cursor, a "prompt", or brief message, will be displayed, so you will always be reminded just what sort of information the program expects from you at any particular time, such as a number or a name. Furthermore, a segment of underlining will be displayed where the cursor is, so you can see approximately how many letters or digits you may type in. Typing in your data is just like filling in the blanks on a form.

The characters you type will appear on the screen where the cursor is, and the cursor will move one space to the right. But when the cursor reaches the end of the underlined section, it will stop and you can't type any more. If you make a mistake, you can backspace the cursor with the BACKSPACE key and type over your mistake. No special cursor movement keys will work with Home Inventory except the BACKSPACE key.

When you have typed in the desired information, press the RETURN key to tell the computer you are finished. All data entry is terminated by pressing RETURN.

Often, when entering numbers, you will be restricted to numbers within a certain range, such as a single-digit number between 1 and 8, for example. If you enter a number outside that range, you will see the message ILLEGAL ENTRY at the bottom of the display and you will be required to try again. In all cases when you are entering numbers, if you press RETURN without typing any number at all, it is the same as if you had entered a zero.

All dollar amounts must be in the range of zero to 9999999.99, inclusive. Do not type a dollar sign when entering dollar amounts. You do not need to type the decimal point and zeroes if the amount is in even dollars.

## PROGRAM DESIGN

Home Inventory has been broken down into two separate parts; each part handles a specific function and interacts with the other.

Part I is called Recording and Updating Inventory Items. As the name implies, it allows you to type in specific information on each inventory item you have. It permanently records this data on tape or disk, and allows you to view, change, and delete any data you entered.

Part II is called Summing and Displaying Inventory Totals. It allows you to selectively examine and evaluate the data which you entered in Part I. It will give you the total of the purchase costs and current values of the items in any category. You can use it to find records of possessions which meet specific criteria, such as the items which were purchased in 1978, for example. Finally, Part II can totalize the value of your entire inventory and display these totals on the screen or print them on paper.

## GETTING STARTED

There are two basic things you'll need to do in order to get started with Home Inventory:

1. Read this manual thoroughly and have it next to you as you run the programs.
2. Have a set of one or two blank cassette tapes available on which to record the data you will be entering. If you purchase the very short C-10 tapes, you can conveniently use both sides of the tape for storing data. The disk version, however, stores the data on the same disk that contains the programs, so doesn't use tape.

## LOADING INSTRUCTIONS FOR PART I, CASSETTE VERSION

To load Part I, place the tape called "Home Inventory, Part I" in the cassette unit. Rewind the tape, type CLOAD and press the RETURN key. The ATARI will beep once. Now press the PLAY button on the cassette unit and then press the RETURN key again. The tape will move and the program will load.

If you get an error while loading, the ATARI will stop and display an error message. You should rewind the tape and repeat the above procedure. If Part I keeps failing to load properly, you may have your cassette unit too close to your TV set, in which case you should move it away from the TV and try again. If this still doesn't work, you may have an out-of-alignment cassette unit. Take the cassette unit and tape to your ATARI dealer and have him check the unit.

In the unlikely event that the tape is bad, return it to your local dealer and he will replace it free of charge.

## LOADING INSTRUCTIONS FOR PART I, DISK VERSION

To load Part I from disk, insert the diskette into drive number 1, close the door, type LOAD "D:H11" and press the RETURN key. The disk will spin and the program will load. (Of course, you must already have booted the DOS in order to use the disk.)

If you get an error while loading, remove the diskette from the drive, turn the computer off, start the power-up sequence again, then repeat the above procedure. If Part I keeps failing to load properly, you may have your disk unit too close to your TV set, in which case you should move it away from the TV and try again. If this still doesn't work, your disk unit may require some adjustment. Take it and the diskette to your ATARI dealer and have him check the unit.

In the unlikely event that the diskette is bad, return it to your local dealer and he will replace it free of charge.

## OVERVIEW OF PART I

Part I allows you to enter data on any of your possessions, categorizing them in any way you see fit. The category is determined by a one to three character code which you make up; you may use any code you feel is suitable and easy to remember. At least 100 different categories can be maintained at one time.

A list of sample categories and possible codes is presented below for your convenience; you need not use it, of course, and may make up any code for any category you wish.

Category	Code
-----	-----
Appliances	APP
Clothing	CLO
Stereo equipment	STE
Book collection	BKS
Art works	ART
Furniture	FUR
Auto and auto accessories	CAR
Silverware	SIL
Chinaware	CHI
Sports equipment	SPO

Each item you enter is called a RECORD; for each record you enter you must provide six pieces of information, called FIELDS. The fields in each record are:

Field	Allowable Range of Value
-----	-----
Category code	1 to 3 characters
Serial number	up to 15 characters
Date of purchase	up to 8 characters
Purchase price	0 to 9999999.99
Current value	0 to 9999999.99
Description	up to 15 characters

The number of records you can enter at any one time depends on the amount of memory you have (minimum 16K), but is never less than 100 records. Part I keeps track of the available memory and will force you to write the items to tape or disk when the memory is full. This prevents you from overflowing and losing the records you've entered.

Part I will allow you to add new items to your inventory file, and to change, delete, view, and record those items on a cassette tape or on disk. You can enter and edit records until you're completely satisfied, and then record this information for use by Part II.

#### SUGGESTED PROCEDURE

The most convenient way to use Part I is to enter the data on a particular item on the same day you acquire it. Since this is not always possible, it is helpful to be prepared with all the information you'll need before running the program. It is particularly important that careful thought be given to the categorization of your possessions, as this will affect how they are grouped and evaluated. The computer doesn't care what codes you use to categorize items; it will automatically group together all items which bear the same codes. It is a good idea to periodically get a printout of your inventory and keep it with the program cassette or diskette for reference.



## DETAILED INSTRUCTIONS FOR PART I

Load Part I as described previously and run it. Under the title and copyright notice will be displayed the maximum number of records and categories that will fit in the amount of memory you have. There is no need to memorize or write down these numbers, though you may wish to keep them in mind.

## THE MENU

After a brief pause, the program will present you with a list, called a "menu", of the things you may do. The menu looks like this:

Options are:

1. Read data file
2. Review items
3. Add items
4. Change items
5. Delete items
6. Print items
7. Save data on tape [or disk]
8. End

Enter option:

You select the operation you wish to perform by typing its number (1 thru 8) and then pressing the RETURN key. Each of these operations is described in detail below.

## OPTION 1: READING A DATA FILE

If you have previously prepared a data file (on tape or on disk), you may read the data stored on it into the computer's memory. When you have selected this option, the title "Operation is READ FILE" will appear. If you are using disk, the file will simply be read in from disk. If there is no inventory file on the disk, the error message "NO DATA FILE" will be displayed, the READ operation will abort, and the menu will be redisplayed.

If you are using tape, the ATARI will beep once. This means you should insert the data tape into the cassette unit, rewind it fully, and depress the PLAY button. After you have done this, press the RETURN key and the data will be read in.

If there is too much data in the file to fit into the computer's memory, the message "File too big for memory size" will be displayed and the READ operation will abort. This could happen if you recorded many data items using expanded memory and then later tried to read back that file with a computer having less memory.

After the program has finished reading in the data, the menu

will be displayed again.

#### OPTION 2: REVIEWING ITEMS

At any time you can view all the records in memory by choosing option 2. If there are no items in memory, you will see the message "NO ITEMS" and nothing will happen. Otherwise, you will be asked which record you wish to start with. If you wish to look at all the items in memory, enter a 1. If you wish to look at only the records from, say, the 20th item on up, enter a 20. If you don't wish to view any records at all, enter a zero.

The records will be displayed on the screen four at a time. To view the next group of four records, press "C" (for Continue). After all the records have been displayed, you will be returned to the menu.

You may stop at any time, however, by pressing "E" (for End) and you will be returned to the menu immediately.

#### OPTION 3: ADDING ITEMS

This is the option you should select the first time you use this program. It puts items into the computer's memory, adding to those already in memory (if any).

To add an item, you'll have to enter the six pieces of information ("fields") listed previously, for each item. The program automatically keeps track of how many items you've added to the list so far, and will take you step by step through each field to be entered.

(1) To enter the category code, type in any sequence of one to three characters and press RETURN. Please observe the cautions mentioned in the section on suggested procedure as to suitability of category codes. If you do not enter a category code, the ADD operation will terminate and you will go back to the menu.

(2) To enter the serial number, you may type in any sequence of up to 15 characters, upper or lower case. If the item has no serial number, you may leave this field blank or enter a word such as "None."

(3) It is recommended that the date be entered in MM/DD/YY format. That is, November 5, 1982, for example, would be entered as 11/5/82. It is not necessary to use this format, but to do so will make it easier to search for specific dates using the SEARCH option of Home Inventory Part II. In any event, you may only enter a maximum of 8 characters in this field.

(4) To enter the purchase price, do not type a dollar sign, but simply enter the numerical amount, which may be from 0 through 9999999.99.

(5) Entering the current value is the same as entering the purchase price.

(6) The description may be anything up to 15 characters long.

After all fields have been entered, you'll get a chance to make corrections to the entry.

EXAMPLE: Say you bought a new living room sofa for \$445.95 on the eighth of May, 1982. Also, let's say this will be the 74th inventory item that you will have entered so far into the computer. Here's how you would enter it, using the ADD function of Home Inventory Part I.

(The ATARI displays this)

(You type in this)

Item # 74

Field 1 CATEGORY:	FUR
Field 2 SERIAL #:	NONE
Field 3 DATE:	5/8/82
Field 4 PURCH PRICE:	445.95
Field 5 CURR VALUE:	445.95
Field 6 DESCRIPTION:	LIV RM SOFA

Enter field to change (0=Done)

0

What each of the above entries means is as follows:

(1) You enter the code FUR, which is the code you have decided shall represent all your furniture.

(2) Since the sofa has no serial number, you enter NONE. You could also leave this field blank.

(3) Since you bought the item on the eighth of May, 1982, you enter the date as 5/8/82. You might also use 5-8-82 if you prefer, or any other sequence of up to 8 characters.

(4) The amount you spent was \$445.95, so that's what you enter for the purchase price. Do not type a dollar sign.

(5) Since the item is brand new, you enter the purchase price in this field also. If the current value of a particular item is different from the purchase price, enter that amount. You may enter any amount in this field that is meaningful, including zero if it is appropriate.

(6) For the description, you may type in anything you want, upper or lower case, up to 15 characters.

Finally, the ATARI will ask which field (if any) you want to change. If you made a mistake, enter the number of the field (from 1 through 6) where the mistake occurs and you may reenter that field. When you are finished, enter a zero and the record will be entered into the computer's memory.

To exit from the ADD option, just press RETURN when asked for the category code. The program will then display the menu again.

#### OPTION 4: CHANGING ITEMS

You can change any item by choosing option 4. When you do so, the program will ask you for a starting record number as described in the section on reviewing items. Each record, starting with the number you specified, will be displayed one at a

time.

If this is NOT the item you wish to change, press "N" (for Next) to look at the next record. The program will display the next item.

If this IS the item you wish to change, press "C" (for Change). Note that when you change an item, you may change each field independently. This works as described in the section on adding items. When you are finished making changes to that item, the program continues in the CHANGE option.

If you are finished changing items, press "E" (for End); the CHANGE option will end immediately and you will be returned to the menu.

#### OPTION 5: DELETING ITEMS

To delete a record from memory, use this option. Each record will be displayed, one by one, starting with the record number you specify.

If it is NOT the record you wish to delete, press "N" (for Next) and the next record will be displayed.

If it IS the item you wish to delete, press "D" (for Delete) and the item will be deleted. Be very careful not to press "D" unless you really mean it, for once the item has been deleted it is gone for good!

If you are finished deleting items, press "E" (for End); the DELETE option will end immediately and you will be returned to the menu.

#### OPTION 6: PRINTING THE ITEMS

If you have a printer, you can get a printout of all the items by using option 6. Before selecting this option, be sure your printer is turned on, has paper in it, and the paper is properly positioned to begin printing.

The Home Inventory programs are designed to be used with any 80-column printer, provided the proper interface is used to connect the printer to the ATARI. Since the printouts will be 80 columns wide, a printer that prints fewer than 80 characters on each line will not work.

When you select this option, the program will check to make sure a printer is actually connected. If not, the error message "PRINTER NOT READY" will be displayed and the print option will abort, returning you to the menu.

If a printer is connected and on line, all the items currently in memory will be printed. Each page of the printout

will have a title and page number, and pagination will occur, allowing you to use fanfold paper. After the last item has been printed, the final page will be ejected from the printer, leaving the paper in correct position for subsequent printouts.

You may abort the printing at any time by pressing any key. Printing will cease after the next printed line, and the paper will be ejected, leaving the paper in correct position for subsequent printouts.

#### OPTION 7: SAVING DATA ON DISK OR TAPE

Part I will record all the items on tape or disk for further use by the Home Inventory programs. It will automatically force you to record the items if the memory gets full. You can also, at any time, choose to record them by selecting option 7. You cannot use Part II if you have not yet recorded some data using Part I.

If you are using disk, a file will be created on disk having the name "INVDATA.FIL". If a file of that name already exists, it will be written over.

If you are using tape, the ATARI will beep twice. Place the tape onto which you want to record the data into the cassette recorder, rewind the tape to the beginning, press both the RECORD and PLAY buttons on the cassette unit, and then press the RETURN key. The program will automatically record all the data onto the tape. Then the tape will stop and the program will display the menu again. Rewind the tape, label it appropriately, and store it in a safe place.

#### OPTION 8: ENDING THE PROGRAM

When you are finished using Home Inventory Part I, select option 8 to end. The display will clear, the program will end, and your ATARI will be "ready" for Home Inventory Part II or other uses.

If you have made any changes to your data while you have been using Part I, be sure to save the data using option 7 before you end the program!

If you have not used your computer for anything else after ending the program, you may continue the program from where you left off by typing CONT and pressing RETURN.

## LOADING INSTRUCTIONS FOR PART II, CASSETTE VERSION

To load Part II, place the tape called "Home Inventory, Part II" in the cassette unit. Rewind the tape, type CLOAD and press the RETURN key. The ATARI will beep once. Now press the PLAY button on the cassette unit and then press the RETURN key again. The tape will move and the program will load.

If you get an error while loading, the ATARI will stop and display an error message. You should rewind the tape and repeat the above procedure. If Part II keeps failing to load properly, you may have your cassette unit too close to your TV set, in which case you should move it away from the TV and try again. If this still doesn't work, you may have an out-of-alignment cassette unit. Take the cassette unit and tape to your ATARI dealer and have him check the unit.

In the unlikely event that the tape is bad, return it to your local dealer and he will replace it free of charge.

## LOADING INSTRUCTIONS FOR PART II, DISK VERSION

To load Part II from disk, insert the diskette into drive number 1, close the door, type LOAD "D:HI2" and press the RETURN key. The disk will spin and the program will load. (Of course, you must already have booted the DOS in order to use the disk.)

If you get an error while loading, remove the diskette from the drive, turn the computer off, start the power-up sequence again, then repeat the above procedure. If Part II keeps failing to load properly, you may have your disk unit too close to your TV set, in which case you should move it away from the TV and try again. If this still doesn't work, your disk unit may require some adjustment. Take it and the diskette to your ATARI dealer and have him check the unit.

In the unlikely event that the diskette is bad, return it to your local dealer and he will replace it free of charge.

## OVERVIEW OF PART II

Part II uses the data file you've created in Part I and presents the data in a logical, visual fashion. It relieves the drudgery of sitting down with a pencil and calculator and adding up columns of figures for all your possessions. A tabular presentation of your inventory allows you to see in a glance the value of the things you own.

Part II can also be used to search the computer's memory for specific items. For example, you can display only those items which were purchased in 1976, or only those items in a specific category.

Further, Part II can be used to compute the total value of

your entire inventory, as well as the values of particular categories of items, and it produces tables of these sums on the screen and on the printer.

#### DETAILED INSTRUCTIONS FOR PART II

When you load and run Part II, you'll see the maximum number of records and categories displayed below the title and copyright notice, just as in Part I.

#### THE MENU

After a brief pause, the program will display the menu of options, which looks like this:

Options are:

1. Read data file
2. Value a category
3. Search memory
4. Value all inventory
5. Print all inventory
6. End

To select the operation you wish to perform, enter its number (from 1 through 6). Each of these operations is described in detail below.

#### OPTION 1: READING A DATA FILE

This is the first option you will need to select, since none of the other options will work without data. The procedure is the same as described in the section on reading in a data file for Home Inventory Part I.

#### OPTION 2: VALUING A CATEGORY

This option is used to display the total purchase price and total current value of all inventory items in a specific category. It is useful for finding out how much all your stereo equipment is worth, for example, or all your boating equipment.

When you select this option, you will be requested to enter the code for the category of items you want evaluated. Type in the appropriate code and press RETURN. The sums will be calculated and displayed. If you enter a code which doesn't match any of the codes in memory, zeroes will be displayed as the amounts.

To quit this option and return to the menu, simply press RETURN without entering a category code.

## OPTION 3: SEARCHING MEMORY

It is a tedious chore to page through catalogs of inventory items looking for those items which meet specific criteria. The ATARI is an excellent tool for doing such tasks with, using this option.

When you select this option, the title "Operation is SEARCH" will appear near the top of the screen, followed by a list of the six fields. You will then be asked which field you wish the search to take place in. For example, if you wished to search the serial number field, which is the second field, of all the records, you would enter a 2.

Next you will be asked "Search for?". At this point you should type in the particular sequence of characters you are looking for and press RETURN. The computer will then begin searching the specified field in every record in its memory to see if the characters you entered are contained there. If a match is found, that record will be displayed; you can then continue the search by pressing "C" for Continue, or end the search by pressing "E" for End.

If a match is not found, the message "NOT FOUND" will be displayed and you will have the opportunity of respecifying new search criteria.

To quit the SEARCH option and return to the menu, enter a zero when asked for the field number.

## OPTION 4: VALUING ALL INVENTORY

This option will calculate and display the total purchase price and total current value for each and every category of items in the computer's memory, followed by the grand total values of your entire inventory.

After all the totals have been displayed, you will be asked if you want those figures printed. If you have a printer and want a printout, type a Y (for "Yes") and press RETURN. Any other response at this time will be interpreted as "no". You will then be returned to the menu.

## OPTION 5: PRINTING ALL INVENTORY

This option is used to obtain a hard copy printout of your entire inventory. Be sure your printer is connected, on line, and properly loaded with paper before selecting this option. Just as in option 6 of Home Inventory Part I, this option produces a printout of each and every inventory item; the difference is that Part I prints the items in the same order you entered them without regard to category, while this option in Part II prints the items grouped by category.





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## HOME INVENTORY

ATARI 400/800

**HOME INVENTORY** is one of many computer home utility programs from Creative Software designed to turn your computer into a truly useful household tool.

Using **HOME INVENTORY** programs from Creative Software, you can record and evaluate your personal possessions in up to forty different categories. The computer's ability to search its memory for specific information is far faster and more convenient than flipping through pages of catalogs looking for the entry on a certain possession. You can add information in any category you choose - from appliances to clothing, from jewelry to books, from furniture to stamp collections.

Programs from Creative Software  
Easy, Efficient, Informative

